

SAMPLE INVENTORY RECORD

This is a sample inventory record which should help you to understand how this data is recorded. The letters are keyed to the marked items on the record.

A Statistical Inventory Analysis ("SIA") utilizes a computer program to analyze daily inventory records gathered from underground tanks to determine if an individual tank may be leaking. A minimum of 31 consecutive days of inventory records must be submitted, although some companies require 60 days or longer, especially for larger tanks. The results of the SIA depend directly on the quality of the daily inventory submitted.

A. On this record you will have to "stick" your tank as described in (B) below and record the actual gallons of product present for the first day of each month. After the first day you must record the previous day's Book Inventory Balance in this column.

B. The Closing Stick Inventory must be taken at the end of each day when you have stopped pumping product from the tank. In order to measure the amount of product in an underground tank you must use a measuring stick which is marked off in increments of 1/8". Place an inch or two of water finding paste at the bottom of the stick and insert it into the fill pipe of the tank until it touches the bottom. Withdraw the stick quickly and read and record the height of the product on the stick to the nearest 1/8". Use a tank chart to convert the stick measurement to the corresponding gallons present. The gallons represented by fractions of an inch will have to be calculated from the gallon values for whole inches.

C. The Gallons Pumped should be read and recorded each day (at the time the tank is stuck) from the meter readings on the tank's pump dispenser.

D. The Gallons Delivered should be recorded in this column each day product is delivered to the tank.

E. The Book Inventory Balance (E) is equal to the Opening Inventory (A) minus the Gallons Pumped (C) plus the Gallons Delivered (D).

F. The Cumulative Over or Short (F) is equal to the Closing Stick Inventory (B) minus the Book Inventory Balance (E).

G. The Inches Water which you read off the stick while measuring product in the tank must be recorded each day, even if there is none.

H. Enter the Opening Inventory figure for the first day of the month in this box.

I. Enter the sum of the Gallons Pumped for the entire month in this box and on the line below.

J. Enter the sum of the Gallons Delivered for the entire month in this box.

K. This figure (K) is equal to the Opening Inventory (H) minus Gallons Pumped (I) plus Gallons Delivered (J).

L. Enter the final Closing Stick Inventory for the month here.

M. This figure (M) is Equal to the Closing Stick Inventory (L) minus the figure in (K).

N. Multiply the Sum of Gallons Pumped by .01 and enter the result here.

MONTHLY FUEL REPORT/ DAILY INVENTORY									
Month/Year 7/92									
Facility & Location: <u>Tom's Farm, Fort Kent</u> , Registration Number: <u>19985</u>									
Tank Size and Fuel Type: <u>4,000 gallon Regular Unleaded</u> , Certified By: <u>Tom Smith</u>									
Date	Opening Inventory (Book Inventory of Previous Day)	Gallons Pumped	Gallons Delivered	Book Inventory Balance	Closing Stick Inventory	Cumulative Over or Short,	Inches Water	Initials	
7-1	A 2320	C 449		E 1871	B 1863	F <8>	G	TS	
7-2	1871	296		1575	1551	<24>		TS	
7-3	1575	568		1007	972	<35>	0	TS	
7-4	1007	551		456	408	<48>	0	TS	
7-5	456	578	D 3502	3380	3360	<20>	0	TS	
7-6	3380	574		2806	2788	<18>	0	TS	
7-7	2806	743		2063	2025	<38>	0	TS	
7-8	2063	592		1471	1421	<50>	0	TS	
7-9	1471	377		1094	1051	<43>	0	TS	
7-10	1094	576	3000	3513	3473	<45>	0	TS	
7-11	3518	440		3078	3069	<9>	0	TS	
7-12	3078	538		2540	2522	<18>	0	TS	
7-13	2540	657		1883	1844	<39>	0	TS	
7-14	1883	613	2360	3630	3597	<33>	0	TS	
7-15	3630	519		3111	3111	<0>	0	TS	
7-16	3111	447		2664	2634	<30>	0	TS	
7-17	2664	516		2148	2088	<60>	0	TS	
7-18	2148	464		1684	1608	<76>	0	TS	
7-19	1684	567		1117	1043	<74>	0	TS	
7-20	1117	656	3004	3465	3428	<37>	0	TS	
7-21	3465	712		2753	2703	<50>	0	TS	
7-22	2753	554		2199	2128	<71>	0	TS	
7-23	2199	372		1827	1755	<72>	0	TS	
7-24	1827	623		1204	1125	<79>	0	TS	
7-25	1204	453		751	652	<99>	1/4"	TS	
7-26	751	651	3300	3400	3328	<72>	1/4"	TS	
7-27	3400	497		2903	2848	<55>	1/4"	TS	
7-28	2903	496		2407	2320	<87>	1/4"	TS	
7-29	2407	580		1827	1729	<98>	1/4"	TS	
7-30	1827	584		1243	1126	<117>	1/4"	TS	
7-31	H 1243	I 590	J 16833	K 653	L 584	<69>	M 114"	TS	
Math Check	2320	16833	+15166	= 653	584	<69>			
Leak Check: Sum of Gallons Pumped (16,833) X .01= 168									
If Sum of "Cumulative Over or Short" is Greater than Leak Check Result It is Considered Evidence of a									
Possible Leak and You Must Notify DEP at (207) 287-2651.									